



Community Users Cleaning Checklist

Welcome to West Des Moines Community Schools (WDMCS)! WDMCS is proud to make our facilities available to the community when they are not in use by district activities. We appreciate your support in keeping our buildings clean and in good condition.

All users of WDMCS facilities are expected to return the space to the condition in which they originally found it. The Building Supervisor will assist you in acquiring any necessary cleaning supplies. A lack of care for the facility can result in additional fees being assessed to your account and/or restricted future use.

If you have a large event or are unable to fulfill the responsibilities below, cleaning personnel can be scheduled for your event for an additional fee.

- _____ Wipe down tables and chairs that were used.
- _____ Return tables, chairs, desks, and gym equipment to original location and condition.
- _____ If school equipment was used, clean and put away in an organized manner.
- _____ Wipe up spills and dust mop all floors.
- _____ Tidy Restrooms: pick up debris on floor, wipe off countertops, and flush toilets.
- _____ Remove all trash, replace liners, and put full bags in dumpster outside building.
- _____ Check in with Building Supervisor prior to leaving the building.

Thank you for using West Des Moines Community Schools!

**WDMCS Community Education | Facility Use Department
3550 Mills Civic Parkway | West Des Moines, IA 50265**

515-633-5060 | facilities@wdmcs.org | www.commed.wdmcs.org/facility-use/